VII Online File Inquiry

CALSTARS provides online reporting and account balances through "online file inquiry", formerly referred to as "shadow file inquiry". Online files (referred to as "shadow files" in this chapter) are condensed copies of the CALSTARS master files that are made available for access and "trial" posting throughout the day.

The use of shadow files allows agencies to use CALSTARS in an interactive mode. Account balances and related information can be accessed online, transactions can be edited against the tables and files, and valid transactions trial posted to the shadow files so their effect can be evaluated before actual posting occurs during the nightly batch update cycle.

USES FOR SHADOW FILES

Shadow files provide the following capabilities:

- ✪ Online *editing* during data entry - By specifying the appropriate batch Edit Indicator on the Batch Header Screen, agencies may choose one of three levels of online edit (using Batch Edit Indicator **0**, **1** or **2** described below in the *Shadow File Editing and Posting* section) to be performed during data entry.
- ✪ Online *updating* of shadow files - If desired, certain shadow files may be updated online (using Batch Edit Indicator **2**) to reflect the transactions entered during the day. These transactions must also satisfy all table and fund control edits. Shadow file posting allows agencies to see the effect of transactions on the files before they are actually processed through the nightly input, edit and update cycle, and provides up-to-the-minute information about the status of the agency's account balances.
- ✪ *Inquiry* of shadow files - the data contained in the shadow files may be viewed for quick reference to account balances, and document and vendor payment information.

HOW SHADOW FILES ARE CREATED

Shadow files are summarized versions of the master files that can be accessed online throughout the day. All of the informational data fields may not be available for viewing through the Shadow File Inquiry screens. The shadow files are listed below:

Allotment [1/]
Appropriation [1/]
Cash Control [1/]
Document
Grant Project [1/]
History
Vendor Payment

[1/] Shadow files that allow trial posting of online edited transactions.

The Allotment, Appropriation, Cash Control and Grant Project Shadow files all provide important fund status information. These files can also be used in the online editing process of input transactions, which is described later in this chapter.

The Document, History and Vendor Payment Shadow files provide additional information on the status of individual documents and vendor payments. They are available for online inquiry throughout the day, as are the other four shadow files.

As described in the next section, the shadow files may be updated with accounting transactions that are entered throughout the day. However, any transaction that posts to the shadow files during the day and later fails a nightly system update process edit, does not post to the master files. The erroneous transaction is erased from the shadow files by the nightly system update process. This process replaces all shadow file data with refreshed master file data.

SHADOW FILE EDITING AND POSTING

One major function of the shadow files is to provide agencies the option of editing accounting transactions during online entry. Since it may not be desirable to fully edit all transactions online, three editing options are available. These online batch editing options are:

0 - No edits except for data integrity;

1 - Data integrity, table edits; document file match edits and

2 - Data integrity, table edits, document file match edits, fund control edits and shadow file posting.

The desired editing option is entered in the Batch Edit Indicator field of the Batch Header Slip form. For more information, see Volume 1, Chapter VIII - Preparing Transaction Entry Documents, *Batch Header Slip Preparation*. The specific option selected may vary by batch. However, like all other batch identification data, once the edit indicator is entered for a specific batch it <u>cannot</u> be changed after the **Enter** key is successfully pressed. The edit selected applies to all transactions within a batch.

When the **Enter** key is pressed (for transaction entry), regardless of which batch Edit Indicator is selected, CALSTARS performs various ***data integrity*** edits. These include:

- ✪ Transaction Code Decision (TD) Table edits to determine which fields are **Not Allowed, Required,** or **Optional**/**Agency Defined** (Opt/Agy Defined);
- ✪ Data format edits to determine if fields such as Index and PCA are entered with alpha, numeric, or alphanumeric, as appropriate; and
- ✪ Relational edits to determine if the transactions are properly grouped, i.e., manual check transactions cannot be included in the same batch as automated check transactions.

The processing performed under each of the editing options is described in the following paragraphs.

Online Batch Editing Option '0' (No Edit)

When Batch Edit Indicator **0** (zero) is used, edits are performed to validate the presence of the Transaction Code (TC), Funding Fiscal Year and Amount. If no errors are detected, additional edits are performed based on the TC, e.g., Source is present when required. When this option is used, 'NO EDIT' is displayed as the MODE on the Transaction Entry screen. This option should be used when tables and files are not available.

Online Batch Editing Option '1' (Edit Only)

When Batch Edit Indicator **1** is used, the edits discussed in the previous section (for Indicator **0**) are first performed. If no errors are detected, additional edits are performed.

The information keyed for each transaction is validated against the agency's tables. If the transaction is updating a document, the information is also compared to the Document File. When this option **1** is selected, 'EDIT ONLY' is displayed as the MODE on the Transaction Entry screen.

If there are no data related errors, the transaction is saved on the transaction file. A message confirming that the transaction was successfully written is displayed at the bottom of the screen. If a code(s) is invalid, the agency's Organization Control (OC) Table is accessed to determine the severity level of the error. The severity level of the error controls the online processing performed for the transaction. The available indicators are listed below:

- ✪ **F** or **Blank**-**Fatal**
- ✪ **W**-**Warning**
- ✪ **I-Ignore**

Each indicator and its corresponding processes are described in the following paragraphs.

If the OC Table Data Error Severity indicator is **blank** or **F**, the appropriate error message is displayed on the screen. The transaction must be corrected or "forced" (by pressing the **F10** key). Forced transactions will post to the Error File unless corrective action is taken.

If the OC Table Data Error Severity indicator is a **W**, the online system ignores the error and posts the transaction to CALSTARS. After the next nightly batch process runs, a warning message (**W** or **K** error code) is displayed on the Error File.

If the OC Table Data Error Severity indicator is an **I**, the transaction posts to CALSTARS without any warning because the error is ignored.

The OC Table Data Error Severity indicators are coded in the Data Errors section of the OC Table Maintenance/Inquiry screen. Each error is assigned a unique position on the screen. Refer to Volume 2, Chapter IV-0C, Organization Control Table, for a list of the data errors and their corresponding positions.

Online Batch Editing Option '2' (Edit and Trial Post)

When Batch Edit Indicator **2** is selected, 'EDIT & TRIAL POST' is displayed as the MODE on the Transaction Entry screen. With Edit Indicator **2**, the edits discussed in the previous sections (for Indicator **0** and **1**) are first performed. If no errors are detected, Fund Control edits are performed to ensure that the amount of the transaction does not exceed the available balances in the agency's Appropriation, Allotment, Cash Control and Grant Project Shadow files. If a transaction exceeds the available balance, the appropriate Fund Error Severity indicator in the Fund Errors section of the OC Table is accessed to determine the severity of the error. The error is either ignored, a warning, or fatal.

For some edit errors, the Appropriation Symbol (AS) Table and the Project Control (PC) Table must be accessed to determine the value of the Appropriation Control Type indicator and the Cash Control Type indicator. These control type indicators provide a secondary level of control, which may override the severity established by the Fund Error Severity indicator in the OC Table as shown in the chart below.

If the A/S/PC Table Control Type Indicator Is:	If the OC Table Error Severity Is:	The Error Is:
0= Ignore	I=Ignore	Ignored
	F=Fatal	Ignored
	W=Warning	Ignored
1=Fatal	I=Ignore	Ignored
	F=Fatal	Fatal
	W=Warning	A Warning
2=Warning	I=Ignore	Ignored
	F=Fatal	A Warning
	W=Warning	A Warning

As illustrated in the chart above and discussed in the example below, the least severe edit setting is the resulting action.

<u>Example</u>

When a value of **F** (Fatal) is coded in position 11 in the OC Table Fund Errors section, an F11 'INVAL DETAIL BAL-CMO' message (appropriation is over-expended or over-obligated) is displayed whenever a transaction fails the edit. This prevents all transactions from posting to CALSTARS if they fail the fund control edit.

If agencies want a less severe edit for one appropriation, that appropriation's Appropriation Control Type Indicator on the Appropriation Symbol Table can be set to 0=Ignore or 2=Warning. This would allow transactions for that specific appropriation to post to CALSTARS even if the transaction fails the Fund Control Edit.

The OC Table Fund Error Severity indicators are coded in the Fund Errors section of the OC Table Maintenance/Inquiry screen. Each error is assigned a unique position on the screen. Refer to Volume 2, Chapter IV-0C, Organization Control Table, for a list of the fund errors and their corresponding positions.

Online Messages

<u>If there are no errors detected for a transaction</u>, the transaction is saved on the transaction file. A message confirming that the transaction was successfully written is displayed at the bottom of the screen.

<u>If a fund control error is detected and the edit is ignored</u>, the transaction is saved on the transaction file. A message confirming that the transaction was successfully written is displayed at the bottom of the screen. No error message is displayed.

If a fund control error is detected and the edit is a warning, the transaction is saved on the transaction file. The message '175-TRANSACTION SUCCESSFULLY WRITTEN...WITH WARNING MESSAGES' is displayed at the bottom of the screen with the appropriate **K**nn error code and message.

If a fund control error is detected and the edit is fatal (F or blank), the transaction is not saved on the transaction file. The appropriate fatal error code and message is displayed at the bottom of the screen. To post the transaction, the error must be corrected or the transaction must be "forced" (overridden). The override capability is described in a later section of this chapter.

NOTE: Online editing of transactions using shadow files does not eliminate all errors. Expenditure transactions may pass the online fund control edits during the day, but fail during the nightly system update process for various reasons. For example, cost allocation can reduce an appropriation balance and cause a transaction to post to the Error File.

Online Posting to Shadow Files

When Batch Indicator **2** is specified, transactions that pass both the table and fund control edits are saved on the transaction file for transmittal to the nightly system update process. These transactions also post to the appropriate shadow files as soon as they are entered (except the Document and Vendor Payment Shadow files). Therefore, the shadow files are updated immediately by the effect of the transactions. This online trial posting to the shadow files provides agencies with up-to-the-minute information about the status of their account balances. Use of this option helps reduce the number of invalid transactions transmitted to the nightly system update process and alerts staff to potential problems.

Example Using Batch Indicator 2

If an expenditure transaction is entered for $60,000 against an appropriation with a balance of $100,000 and no online edits are detected, the appropriation balance is reduced to $40,000. If an additional expenditure transaction is keyed for $50,000 against the same appropriation, an error message displays on the screen (since the expenditure amount is greater than the net available appropriation balance).

If a $60,000 expenditure transaction is entered using Batch Indicator **0** or **1**, the Appropriation Shadow file would still reflect a $100,000 balance.

NOTE: To maximize the usefulness of Batch Edit Indicator **2**, all staff entering batches should use Edit Indicator **2**. For example, Employee #1 enters a payment transaction against a contract using Edit Indicator **1**. Later the same day, Employee #2 enters a transaction using Edit Indicator **2**. Employee #2 may not be aware the contract is overspent because the first payment entered did not post to the shadow file.

Batch status (**Hold**, **Release**, **Delete**) has no effect on the shadow file posting of the current day's transaction entries.

Transaction Editing "Override" Effects on Shadow File Posting

Occasionally it may be beneficial to post a transaction even if an online edit message is received. For example, if a Source is added to the Statewide D33 Table the same day an agency attempts to post a transaction that requires that Source, the entry can be forced by overriding the edit. To override an online edit, press the **F10** key. When the override capability is used, a message confirming that the "forced" transaction was successfully written is displayed on the screen.

A forced transaction is saved on the transaction file for transmittal to the nightly system update process, but does not post to the shadow files during the day. The forced transaction is reflected on the shadow files after the nightly system update process if it passes all edits and posts to the master files.

Batch Correction Effects on Table Edits and Shadow File Posting

When a previously entered transaction is recalled for correction or change, the same online edits that were performed on the transactions during original data entry are performed on the corrected or changed transaction:

- If the original Batch Edit Indicator equals **1**, a corrected transaction must pass all of the online table edits before it will replace the previously entered transaction.
- If the original Batch Edit Indicator equals **2**, a corrected transaction must pass all of the online table and fund control edits before it will replace the previously entered transaction.

If a transaction fails an edit, the appropriate error message will be displayed and the transaction, as originally saved, will remain in the shadow file. When a corrected transaction using Batch Edit Indicator **2** passes all of the edits, the old transaction is automatically reversed from the shadow file balances and the new transaction is posted.

Corrected transactions may by "forced" with the **F10** key. As explained in the previous section, forced transactions do not post to the shadow files.

Additional Shadow File Updating Procedures

Once Batch Edit Indicator **2** transactions are entered and posted to the shadow files, changing the status of a batch to **H-Hold** or **D-Delete** will not reverse the effect of the transactions already posted to the shadow files during the day. To delete transactions and reverse the earlier shadow file postings, delete each transaction in the batch individually.

Similar procedures are required to update the shadow files for batches entered on the previous day and placed on **Hold**. Shadow files are updated on the day the batch is entered unless the batch is in Hold status at the end of the day. If this is the case, transactions will be erased from the shadow files after the nightly system update process since they did not post to the master files. If the transactions need to be reposted to the current day's shadow files, each transaction in the batch must be recalled for correction and re-entered.

SHADOW FILE INQUIRY

The following discussion describes all shadow files except the Online History File, which functions differently and is described in the *Online History File* section.

Agencies have online access to pertinent accounting data as current as the last system update cycle, and may also see the effects of the current day's transactions on the shadow files for batches entered using Batch Edit Indicator **2**. Agencies have access only to the data contained in the files of their authorized organization(s) (based on their signon ID).

For all shadow files except the Vendor Payment Shadow File, shadow file inquiry is limited to one record per screen. Function **S-Start**, is used to view all shadow file records on the screen. The shadow files do not require the entry of all of the data fields in the control key to view a record on the screen. A complete record key, a partial key or no data elements at all are allowed when the **Enter** key is pressed.

If Function **S** is entered with no data elements specified, the system will display the first record contained on the shadow file. Alternatively, if an entire record-key is entered, the system will display the shadow file record that is identified by that key. If the record key entered does not match a record on file, the system will display the next record in ascending sequence to the record-key entered. Finally, if the entire record key of the desired record is not known, the first few data fields that comprise a record-key may be entered. The system will display the first record on the shadow file that contains the specified fields. The particular record can then be found by scrolling through the file using the **F7** and **F8** keys.

If a partial record key is entered, the fields specified must be consecutive from left to right, beginning with the first field after organization code. For example, in the Appropriation Shadow File, the Section, Appropriation Symbol, Enactment year, Funding Fiscal Year and Fund may be entered to retrieve the first record that contains the specified fields. However, entering only Section and Fund, will not display the desired record since the data are not consecutive from left to right. If such non-connective fields are entered, the system will retrieve the first appropriation symbol within the Section specified, regardless of the fund entered.

Fiscal Period

Every shadow file displays three columns of financial data relating to a specific fiscal period, as follows:

- Current Month - the cumulative-to-date balances in each account;
- Prior Month - the cumulative balances from the beginning of the year through the end of the prior fiscal month; and
- Prior Year - the ending account balances as of the end of the prior fiscal year.

The amounts displayed in the three columns correspond to the amounts that would be displayed on CALSTARS standard financial reports using the Current Month (CM), Prior Month (PM), and Prior Year (PY) fiscal period options. A detailed description of the CALSTARS standard financial reports is presented in Volume 6.

Signed Fields

The amount fields displayed on the shadow file inquiry screens are signed fields; i.e., a positive (+) or negative (-) sign appears to the right of each balance. These signs indicate the way the data is actually posted in the files. A positive sign represents a debit balance and a negative sign represents a credit balance. For example, since an appropriation is a credit balance account, it will normally appear with a minus (-) or credit sign next to it. Similarly, since expenditures is a debit balance account, it will normally appear with a plus (+) or debit sign next to it.

Allotment Shadow File

Allotment status information is provided through two Allotment Shadow File Inquiry screens, both of which are accessed by entering Command **H.1**. Posting levels for the data contained in the agency's Allotment Shadow File is determined by the Allotment Posting Indicator in the AS, IC, PCA and D23 Descriptor Tables, in combination. The two Allotment Shadow File Inquiry screens are:

- Allotment Detail Shadow File Inquiry screen; and
- Allotment Summary Shadow File Inquiry screen.

These screens are shown below.

```
9990 H.1: Allotment                                          11-22-2004 03:50 PM

                    ALLOTMENT DETAIL SHADOW FILE INQUIRY
     ENTER FUNCTION: _ (S=START, T=SUMMARY)

ORG CODE: 9990 INDEX: 0210     PCA: 12345      FFY: 04    ENACTMENT YEAR: 04
SECTION: 10    SUB SECTION: 00 UNIT: 00        SUB UNIT: 00 SUB SUB UNIT: 00
PROGRAM: 10    ELEMENT: 10     COMPONENT: 001  TASK: 000
CATEGORY: 0    OBJECT: 00      OBJ DETAIL: 000 AGENCY OBJ: 00
FUND: 0000     FUND DETAIL: 00 FUND SOURCE: 0  METHOD: 0
REFERENCE: 000 CHARACTER: 0
LAST PROCESS DATE:  10/12/04

                        CURRENT MONTH         PRIOR MONTH          PRIOR YEAR
NET ALLOTMENTS:           786,000.00-         786,000.00-               0.00+
EXPENDITURES:             123,000.00+          63,000.00+               0.00+
ENCUMB + OBLIG:           321,000.00+         220,000.00+               0.00+
UNEXP ALLOT BAL:          342,000.00-         503,000.00-               0.00-
ADVANCES:                       0.00+               0.00+               0.00+

Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Retrn Quit                    Bkwrd Frwrd                  Main
```

```
9990 Allotment                                               11-22-2004 03:57 PM

                        ALLOTMENT SUMMARY SHADOW FILE INQUIRY
      ENTER FUNCTION: _ (S=START, T=DETAIL)

ORG CODE: 9990       PCA: 12345    FFY: 04    ENACTMENT YR: 04
    PROGRAM: 10      ELEMENT: 10     COMPONENT: 001      TASK: 000
    CATEGORY: 0      OBJECT: 00      OBJECT DETAIL: 000  AGENCY OBJECT: 00
    FUND: 0000       FUND DETAIL: 00 FUND SOURCE: 0      METHOD: 0
    REFERENCE: 000   CHARACTER: 0

                       CURRENT MONTH         PRIOR MONTH           PRIOR YEAR
NET ALLOTMENTS:         1,886,000.00-       1,886,000.00-                0.00+
EXPENDITURES:             333,000.00+         153,000.00+                0.00+
ENCUMB + OBLIG:           840,000.00+         321,000.00+                0.00+
UNEXP ALLOT BAL:          713,000.00-       1,412,000.00+                0.00+
ADVANCES:                       0.00+               0.00+                0.00+

       NUMBER OF RECORDS SUMMARIZED:     5

Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Retrn Quit                    Bkwrd Frwrd                  Main
```

The Allotment Detail Shadow File Inquiry screen displays detail records by Index, PCA, Funding Fiscal Year, Enactment Year and the other data elements in the Allotment Shadow File key as shown on the screen.

Key Function **T** in the Allotment Detail Shadow File Inquiry screen and press **Enter** to access the Allotment Summary Shadow File screen. (Return to the Allotment Detail Shadow File Inquiry screen by keying Function **T** and pressing the **Enter** key.) The Allotment Summary Shadow File Inquiry screen displays information in the Allotment Shadow File on a summary basis by PCA, Enactment Year and Funding Fiscal Year. There may be several summary records, if, for example, there are allotments to multiple object codes within the same PCA, Enactment Year and Funding Fiscal Year. This occurs because the information is summarized in accordance with all data elements in the control key except Index Code and the look-up information. The number of summarized records is shown at the bottom of the screen. The key and sort order to the Allotment Shadow File is shown below.

Organization Code [1/]

Index Code [1/] [2/]
PCA [1/]
Enactment Year [1/]
Funding Fiscal Year
Section
Sub Section
Unit
Sub Unit
Sub Sub Unit
Program
Element
Component
Task
Category
Object
Object Detail
Agency Object
Fund
Fund Detail
Fund Source
Method
Reference
Character

[1/] Allotment Shadow File Key

[2/] Not included in the summary screen

Net Allotments - The sum of several financial fields that affect the allotment balance. The fields included in the **Net Allotment** field are:

NET ALLOTMENTS (-) =
1ST QUARTER ALLOTMENT (-)
2ND QUARTER ALLOTMENT (-)
3RD QUARTER ALLOTMENT (-)
4TH QUARTER ALLOTMENT (-)
REVERSIONS (+)

NOTE: Only available quarterly allotments (based on current fiscal month) are displayed, however, 1st through 4th quarter allotments may be entered in CALSTARS regardless of the current month.

Expenditures - The sum of Accrued Expenditures and Cash Expenditures charged to the allotment.

Encumbrances and Obligations - The total amount of encumbrances and obligations charged to the allotment.

Unexpended Allotment Balance - The computed sum of the Net Allotments (-), Expenditures (+), and Encumbrances and Obligations (+) fields. This balance is the same as the Available Balance that appears on the CALSTARS standard reports of allotment status.

Advances (+,-) - The net amount of advances made to or from the account.

Appropriation Shadow File

The Appropriation Shadow File inquiry screen may be accessed by entering **H.2** on any "Command" line. An example of this screen is illustrated below. The screen displays the various control key data that specifically identify an appropriation, as well as some related information such as Start, End, Overexpend, and Last Process (Date). At the bottom of the screen are twelve lines of financial data that provide summary information about the financial data posted for the appropriation.

```
                         APPROPRIATION SHADOW FILE INQUIRY
           ENTER FUNCTION:   (S=START)
ORG: 9990 SECTION: 00 AP SYMBOL: 540 ENACTMENT YR: 06 FFY: 06 ACCOUNT TYPE: 00
FUND: 0001 FUND DETAIL: 00 PROGRAM: 54 ELEMENT: 00 COMPONENT: 000 TASK: 000
CATEGORY: 0 OBJECT: 00 OBJ DET: 000 SOURCE: 000000 REFERENCE: 001 CHARACTER: 1
START: 07/01/06  REVER: 06/30/09  OVER EXPEND:          LAST PROCESS: 08/14/06

 BUDGET EXPEND BALANCE:  CURRENT MONTH         PRIOR MONTH          PRIOR YEAR
 NET APPROPRIATION:      22,574,000.00-      22,574,000.00-               0.00+
 EXPENDITURES:              269,135.26+         269,135.26+               0.00+
 ENCUMB + OBLIG:                  0.00+               0.00+               0.00+
 UNEXPEND APPN BAL:      22,304,864.74-      22,304,864.74-               0.00+
 ADVANCES:                        0.00+               0.00+               0.00+
 REVENUE/REIMBURSEMENT RECEIPT BALANCE:
 ESTIMATED:                       0.00+               0.00+               0.00+
 EARNED:                          0.00+               0.00+               0.00+
 COLLECTED:                       0.00+               0.00+               0.00+
 CASH BALANCE:
 UNREMITTED:                      0.00+               0.00+               0.00+
 IN-TRANSIT:                      0.00+               0.00+               0.00+

 DETAIL ACCT BAL:        22,304,864.74-      22,304,864.74-               0.00+
```

[1/] The last line on the screen will be "DETAIL ACCT BAL" if the Account Type is not CC. When the Account Type is CC, this line will be "CONTROL ACCT BAL."

Net Appropriation, Detail Account and Control Account - The sum of all the fields that effect the appropriation balance. The financial fields included in these amounts are listed below.

<u>NET APPROPRIATION</u> (-) =
APPROPRIATION BUDGET (-)
REVISIONS (-)
NET TRANSFERS (- or +)
REVERSIONS (+)
APPROPRIATION ADVANCE (+)
APPROPRIATION ALLOCATED TO UNITS (+)
APPROPRIATION ALLOCATED FROM HQ (-)

<u>DETAIL ACCT BALANCE</u> (-) =
NET APPROPRIATION (-)
(as calculated above)
ESTIMATED REIMBURSEMENTS (+)
EARNED REIMBURSEMENTS (-)
ESTIMATED REVENUE (+)
EARNED REVENUE (-)
EXPENDITURES (+)
ENCUMBRANCES (+)
OBLIGATIONS (+)

<u>CONTROL ACCT BALANCE</u>(-)=
NET APPROPRIATION (-)
(as calculated above)
ESTIMATED REIMBURSEMENTS (+)
EARNED REIMBURSEMENTS (-)
ACCRUED REIMBURSEMENTS (+)
ESTIMATED REVENUE (+)
EARNED REVENUE (-)
ACCRUED REVENUE (+)
EXPENDITURES (+)
ACCRUED PAYABLES (-)

Balances for each of these accounting events may be obtained from the B04, Detail Appropriation Status Report. At the beginning of each day, the amount displayed in all Appropriation File reports will be consistent with the Appropriation Shadow File before any daily entries are made.

Expenditures - The sum of cash expenditures and accrued expenditures charged against the appropriation.

Encumbrances and Obligations - The total amount of encumbrances and obligations charged against the appropriation.

Unexpended Appropriation Balance - The computed sum of Net Appropriations (-), Expenditures (+), and Encumbrances and Obligations (+). This amount represents the available appropriation balance.

Advances - Net amount of advances made to or received from other appropriations.

Revenue and Reimbursements - Revenue records contain no program/category data and normally have a source code present in the key. Federal receipts, Source Code **4XXXXX**, do not have Program/Category data or a Source Code in the key. These features will distinguish Revenue records from Reimbursement records, which could carry Program/Category data, but not have a Source Code in the key. The Account Type also identifies these Records (**RR** for Revenue and **90**, **91**, or **92** for Reimbursements).

Estimated - The total amount of estimated revenues or reimbursements recorded for this appropriation.

Earned - The total amount of revenue or reimbursement receipts received and accounts receivables established for this appropriation.

Collected - The total amount of actual cash collections for revenues or reimbursements for this appropriation. It is the sum of earned and accrued revenues or reimbursements.

Unremitted - The amount of General Cash (GL 1110) collected, but not remitted for this appropriation.

In-Transit - The amount of Cash (GL 1115 and 1150) that has been remitted to the STO.

The key and sort order to the Appropriation Shadow File is shown below.

- Organization Code [1/]
  - Section [1/]
    - Appropriation Symbol [1/]
      - Enactment Year [1/]
        - Funding Fiscal Year [1/]
          - Account Type [1/]
            - Fund
              - Fund Detail
                - Program
                  - Element
                    - Component
                      - Task
                        - Category
                          - Object
                            - Object Detail
                              - Source
                                - Reference
                                  - Character

[1/] Appropriation Shadow File Key

Cash Control File

The Cash Control Shadow File inquiry screens may be accessed by entering **H.3** on any "Command" line. There are two inquiry screens for the Cash Control File:

- Cash Control Shadow File Inquiry; and
- Cash Control Shadow File Inquiry for Federal Authorization and Cash Tracking - 44 Account.

Cash Control Shadow File Inquiry screen

```
 9990 H.3: Cash Control                                      09-01-2006 11:11 AM

                         CASH CONTROL SHADOW FILE INQUIRY
      ENTER FUNCTION:   (S=START, T=SCREEN 2)
   ORG CODE: 3940   SECTION: 00 FUND: 0890 FUND DETAIL: 00 FED CAT NO: 12113051
   CREATE DATE: 06/11/01  LAST PROCESS DATE: 08/30/06  OVEREXPEND DATE:
                          CURRENT MONTH        PRIOR MONTH         PRIOR YEAR
    CASH:
     BEGINNING BALANCE:            0.00+              0.00+              0.00+
     INCREASES:            8,133,589.71+      8,133,589.71+     10,905,182.44+
     DECREASES:              102,616.18-        102,616.18-      2,870,167.19-
     ENDING BALANCE:       8,030,973.53+      8,030,973.53+      8,035,015.25+

    OTHER LIQUID ASSETS:
     BEGINNING BALANCE:            0.00+              0.00+              0.00+
     INCREASES:                    0.00+              0.00+              0.00+
     DECREASES:                    0.00+              0.00+              0.00+
     ENDING BALANCE:               0.00+              0.00+              0.00+
    SUMMARY BALANCE:       8,030,973.53+      8,030,973.53+      8,035,015.25+

  Command:
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Help  Retrn Quit                    Bkwrd Frwrd                    Main
```

The Cash Control Shadow File Inquiry screen is split horizontally into "Cash" and "Other Liquid Assets" (used for recording investments in the State Money Investment Fund-SMIF). This screen allows inquiry into detail records in the Cash Control File by combinations of Section, Fund, Fund Detail and Federal Catalog/SCO Project Number which comprise the record key. **Section** is included in the key if it is specified in the Organization Level Indicator in the Appropriation Symbol Table. **Fund** is always in the key to a Cash Control File record, and for specific funds, Federal Catalog/SCO Project Number is included in the key. **Fund Detail** is included in the key if it is specified as a level of control in the Cash Control Fund Level Indicator in the D23 Descriptor Table. Therefore, the actual key used for displaying a Cash Control File record on the Cash Control Shadow File Inquiry screen depends upon the levels of control established by the agency and the type of fund.

Cash or Other Liquid Assets:

Beginning Balance - The cash balance for the fund at the start of the fiscal reporting period.

Increases - Includes all transactions which post a debit to General Ledger Accounts 1115, 1140, 1150, 3020 and 3021.

Decreases - Includes all credit transactions against General Ledger Accounts 1115, 1140, 1150, 3020 and 3021.

Ending Balance - Determined by summarizing the Beginning Balance (+,-), Increases (+) and Decreases (-) fields.

Summary Cash Balance - Sum of the Cash and Other Liquid Assets Ending Balances.

Cash Control Shadow File Inquiry for Federal Authorization and Cash Tracking - Account 44 screen

```
9990 Cash Control                                              09-01-2006 11:11 AM

                     CASH CONTROL SHADOW FILE INQUIRY FOR
                FED AUTHORIZATION AND CASH TRACKING - 44 ACCOUNT

 ORG CODE: 3940    SECTION: 00 FUND: 0890 FUND DETAIL: 00 FED CAT NO: 12113051
 CREATE DATE: 06/11/01  LAST PROCESS DATE: 08/30/06  OVEREXPEND DATE:

                         CURRENT MONTH        PRIOR MONTH         PRIOR YEAR
  AUTHORIZATION BALANCE:
   BEG AUTHORIZATION:              0.00+               0.00+               0.00+
   RECEIPTS:                  49,287.23-          49,287.23-      2,804,950.41-
   NET AUTHORIZATION:         49,287.23-          49,287.23-      2,804,950.41-

  CASH (SCO 44 LEVEL):
   BEGINNING BALANCE:              0.00+               0.00+               0.00+
   RECEIPTS:                  49,287.23+          49,287.23+      2,804,950.41+
   TRANSFERS OUT:             49,287.23-          98,574.46-      2,804,950.41-
   ENDING BALANCE:                 0.00+          49,287.23-               0.00+
                    PRESS F2 KEY TO REDISPLAY FIRST SCREEN
Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Retrn Quit                                                 Main
```

After finding the desired record on the Cash Control Shadow File Inquiry screen, inquiry may be made into the Cash Control Shadow File Inquiry for Federal Authorization and Cash Tracking - Account 44 screen by entering Function **T** and pressing the **Enter** key. The key to this screen includes Fund **0890** and the Federal Catalog/SCO Project Number. If a Fund other than 0890 is keyed with Function **T**, the error message '094-Data For Fund 0890 Must be Viewed Before 2nd Screen Display' will appear. Optionally, **Section** may be in the key if control by Section is established in the Appropriation Symbol Table. The shadow file cannot be searched or scrolled from this screen. Press the **F2** key to return to the first screen.

Authorization Balance:

Beginning Authorization - Reflects the prior year ending balance of Federal Authorization plus any additional authorizations approved during the current fiscal year.

Receipts - This field reflects federal receipts at the SCO 44 account level for GLs 1115, 1140 and 1150. It is reduced when revenue refunds are made to the federal government from the SCO 44 account.

Net Authorization - Beginning Authorization less Receipts.

Cash (SCO 44 Level)

Beginning Balance - The prior year ending cash balance for the SCO 44 Account at the start of the fiscal reporting period.

Receipts - This field reflects federal receipts at the SCO 44 account level for GLs 1115, 1140 and 1150. It is reduced when revenue refunds are made to the federal government from the SCO 44 account.

Transfers Out - This field reflects all transfers (shown as a negative amount) from the SCO 44 Account to appropriations. Transfers from appropriations back to the SCO 44 Account are added to this field as positive amounts.

Ending Balance - This shows the balance of cash in the SCO 44 Account. Determined by summarizing the Beginning Balance (+,-), Receipts (+) And Transfers-Out (-) fields.

Document Shadow File

The Document File Shadow File inquiry screen, illustrated below, may be accessed by entering **H.4** on any "Command" line. The Document Shadow File is one of the two shadow files that is available for online inquiry but no trial posting occurs during the day. It provides detailed data about each document maintained in the agency's Document file. In addition, the Document File may be accessed during financial transaction entry to retrieve the data and populate the transaction.

```
9990 H.4: Document                                         09-01-2006 11:15 AM

                         DOCUMENT SHADOW FILE INQUIRY
           ENTER FUNCTION:   (S=START)
ORG CODE: 3940 DOCUMENT NO: 10765500  00 FFY: 03 GL ACCT: 6150 SECTION: 00
APPN SYMBOL: 028 PROGRAM: 10 ELEMENT: 00 COMPONENT: 000 TASK: 000
FUND: 6022 FUND DETAIL: 00 FUND SOURCE: B METHOD: 2 CATEGORY: 0 OBJECT: 00
OBJECT DETAIL: 000 SOURCE: 000000 REFERENCE: 101 CHARACTER: 2 ENACT YR: 01
INDEX: 0550 PCA NO: 19849 PCA ACTIVITY:      PROJECT:        WORK PHASE:
CATEGORY: 6 OBJECT: 61 OBJECT DETAIL: 702 AGENCY OBJECT: 01 FUND DETAIL:
SOURCE:        AGENCY SOURCE:    SUBSIDIARY ACCOUNT:
DOC DATE:            DUE DATE:            LAST PROCESS DATE: 06/08/06
VENDOR NO: 9999999999 99 VENDOR NAME: CITY OF ENCINITAS
                         CURRENT MONTH        PRIOR MONTH         PRIOR YEAR
DOCUMENT AMOUNT:              814,000.00+        814,000.00+        814,000.00+
ADJUSTMENT AMOUNT:                  0.00+              0.00+              0.00+
LIQUIDATION AMOUNT:           705,118.00-        705,118.00-        705,118.00-
COLLECTION/PMT AMT:           578,871.00-        578,871.00-        578,871.00-
BALANCE:                      108,882.00+        108,882.00+        108,882.00+
RETENTION AMOUNT:                   0.00+              0.00+              0.00+
Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Retrn Quit                    Bkwrd Frwrd                   Main
```

Document Amount - The original established document amount.

Adjustment Amount - The net of any increases or decreases made to the original document amount due to Purchase Estimate or contract changes, etc.

Liquidation Amount - The net reductions made to the document amount due to payments or collections.

Collection/Payment Amount - The total disbursement or receipt amount.

Retention Amount - The optional data that may be recorded to provide additional memo information about the agency's outstanding documents, i.e., contracts.

Grant Project Shadow File

Grant project status information is provided through two Grant Project Shadow File Inquiry screens which are accessed by entering **H.5** on any "Command" line. These screens are the:

- Grant Project Detail Shadow File Inquiry screen; and
- Grant Project Summary Shadow File Inquiry screen.

Grant Project Detail Shadow File Inquiry screen

```
9990 H.5: Grant Project                                   11-23-2004 07:33 AM

                   GRANT PROJECT DETAIL SHADOW FILE INQUIRY
     ENTER FUNCTION: _ (S=START, T=SUMMARY)
ORG CODE: 9990  PROJECT NO: 829000  WORK PHASE: 01  PCA NO: 00000  FUND: 0890
FUND DETAIL: 00  FUND SOURCE: F  CATEGORY: 3  OBJECT: 25  OBJECT DETAIL: 382
AGENCY OBJECT: 01  SOURCE: 000000  AGENCY SOURCE: 00  VENDOR ID: 0000000000 00
PROJECT START DATE: 08/15/04  PROJECT END DATE: 08/31/06  DT FUND LEVEL IND:
                             LAST PROCESS DATE: 09/18/04
                         CURRENT MONTH         PRIOR MONTH         PRIOR YEAR
BUDGET ALLOW COSTS:          74,584.53+          74,584.53+          74,584.53+
BUDGET OTHER COSTS:               0.00+               0.00+               0.00+
EXPENDITURES:                     0.00+               0.00+               0.00+
ENCUMBRANCES:                     0.00+               0.00+               0.00+
AVAILABLE BUDGET:            74,584.53+          74,584.53+          74,584.53+

ESTIMATED RECEIPTS:               0.00+               0.00+               0.00+
ACTUAL RECEIPTS:                  0.00+               0.00+               0.00+
ADVANCES:                         0.00+               0.00+               0.00+

Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Retrn Quit                    Bkwrd Frwrd                    Main
```

The Grant Project Detail Shadow File Inquiry screen allows inquiry of detail records in the Grant Project Shadow File by Project, Work Phase, PCA and the other data elements in the key as shown on the screen.

Budget Allowable Costs - The sum of Allowable Expenditure budget item amounts, as appropriate for the project.

Budget Other Costs - The sum of Other (Non-Allowable) Expenditure budget item amounts, as appropriate for the project.

Expenditures - The sum of cash expenditures and accrued expenditures charged.

Encumbrances - The total amount of encumbrances charged.

Available Budget - The sum of the Budgeted Allowable Costs (+), Budgeted Other Costs (+), Expenditures (-), and Encumbrances (-).

Estimated Receipts - The budgeted amount of funds to be received.

Actual Receipts - The actual amount of funds received.

Advances - The net amount of Advances made to and received from entities.

Grant Project Summary Shadow File Inquiry screen

```
9990 Grant Project                                      11-23-2004 07:36 AM

                 GRANT PROJECT SUMMARY SHADOW FILE INQUIRY
  ENTER FUNCTION: _ (S=START, T=DETAIL)
ORG CODE: 9990  PROJECT NO: 829000 WORK PHASE: 01 FEDERAL CATALOG NO: 66463111

                         CURRENT MONTH       PRIOR MONTH        PRIOR YEAR
BUDGET ALLOW COSTS:               0.00+              0.00+              0.00+
BUDGET OTHER COSTS:               0.00+              0.00+              0.00+
EXPENDITURES:                96,993.53+         96,993.53+         96,952.68+
ENCUMBRANCES:                     0.00+              0.00+              0.00+
ADVANCES DISB:                    0.00+              0.00+              0.00+
AVAILABLE BUDGET:            96,993.53+         96,993.53+         96,952.68+

ESTIMATED RECEIPTS:               0.00+              0.00+              0.00+
ACTUAL RECEIPTS:             96,952.68-         96,952.68-         45,322.98-
ADVANCES RECEIPTS:                0.00+              0.00+              0.00+
CASH BALANCE:                    40.85+             40.85+         51,629.70+
AUTHORIZED AVAIL:            96,952.68-         96,952.68-         45,322.98-
     NUMBER OF RECORDS SUMMARIZED:   33
Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Retrn Quit                    Bkwrd Frwrd                   Main
```

From the Grant Project Detail Shadow File Inquiry screen, key Function **T** and press the **Enter** key to display the Grant Project Summary Shadow File Inquiry screen. The Grant Project Summary Shadow File Inquiry screen provides inquiry into a grant or project summary by Project, Work Phase and Federal Catalog Number, where applicable. Grant Project information shown on this screen is summarized for the Project and Work Phase entered without regard to other key information. Both the Summary and Detail screens may be scrolled using the **F7** and **F8** keys.

To return to the Grant Project Detail Shadow File Inquiry screen, key Function **T** on the Grant Project Summary Shadow File Inquiry Screen and press the **Enter** key.

Budget Allowable Costs - The sum of Allowable Expenditure budget item amounts, as appropriate for the project.

Budget Other Costs - The sum of Other (Non-Allowable) Expenditure budget item amounts, as appropriate for the project.

Expenditures - Represents the sum of cash expenditures and accrued expenditures charged.

Encumbrances - The total amount of encumbrances charged.

Advances Disbursed - The amount of Advances made to other entities.

Available Budget - The sum of the Budgeted Allowable Costs (+), Budgeted Other Costs (+), Expenditures (-), Encumbrances (-) and Advances Disbursed (-).

Estimated Receipts - The budgeted amount of funds to be received.

Actual Receipts - The actual amount of funds received.

Advances Receipts - The amount of Advances received from other entities.

Cash Balance - The sum of Expenditures (+), Actual Receipts (-), and Advances Receipts (-).

Authorized Available - The sum of the Budget Allowable Costs (-) and Budget Other Costs (-) minus the sum of Actual Receipts (-) and Advances Receipts (-).

Number of Records Summarized - The number of records summarized to create the summary record.

History Shadow File

The Online History File (Online HY) is a condensed version of the complete History File available through Command **G.2**-Request File Copy. The Online HY is available for inquiry using Command **H.6**-History Inquiry. This feature allows agencies to research transaction information by specifying search parameters that include batch and accounting transaction coding information. A list of the data fields contained in the Online HY is shown in Exhibit VII-1.

The ability to access, view and input search data, and print Online HY file information is based on the level of authority specified for each individual on the CALSTARS Security Form 95.

General features of the Online HY include:

- Updated daily as part of the nightly system update process.
- Excludes Header Records but includes History File transactions with zero amounts.

EXHIBIT VII-1

LIST OF FIELDS IN THE ONLINE HY FILE

ORG
BATCH-DATE
BATCH-TYPE
BATCH-NBR
BATCH-SEQ-NBR
DUP-REC-IND
TRANS-CODE
MOD (Modifier)
REVERSE
FFY
FYR (Fiscal Year)
FMO (Fiscal Month)
TRANS-AMT (Transaction Amount)
INDX (Index)
OBJ-DTL (Object Detail)
AGCY-OBJ
PCA
PCA-ACTY (PCA Activity)
SOURCE
AGCY-SRC (Agency Source)
PROJ (Project)
WORK-PHASE
INPUT-GLAN
GLAN-GROUP (*occurs 4 times*)
GLAN-DB
GLAN-CR
SUBSID-ACCT-NBR (Subsidiary)
LOC (Location)
DOC-DATE
CUR-DOC-NBR
CUR-DOC-NBR-SFX
REF-DOC-NBR
REF-DOC-NBR-SFX
INV-NBR (Invoice Number)
CLAIM-SCHED-NBR
AGENCY-ACCT-NBR (Checking Account)
CHECK-SEQ-NBR (Check Number)
APPN-SYM
FUND
FUND-DTL
FUND-SRC (Fund Source)
METH (Method)
FUND-CNTL-OVRD (Fund Control Override)
PROC-DATE (Posting Date)
VEND-ID (Vendor Number)
VEND-ID-SFX
VEND-NAME
VEND-ADDR1
VEND-ADDR2
VEND-ADDR3
VEND-CITY
VEND-FCNTRY (Foreign Country)
VEND-STATE
VEND-ZIP
IRS-IND (Reportable Payments Indicator)
NET-AMT (Net Amount)
BUD-SEQ (Budget Sequence)
MULTI-PURPOSE
DUE-DATE
LC-DPOSIT (Location Deposit Number)
FED-CATLG-SCO-PROJ-NBR (Federal Catalog Number)

- ✪ Saves search transactions until any selection field is changed or the Online HY function is exited.

- ✪ Displays a confirmation window when **F2**-Retrn is pressed to avoid accidentally losing the last search data.

- ✪ Contains history records for all available years by fiscal month, FM01 to FM13. After year-end roll (June 30) and before completion of the Year-end Open (YEO) process, the Online HY includes activity for the newly opened fiscal year and the previous 3 fiscal years. Online HY activity for the oldest fiscal year is purged as part of the YEO process.

There are four interactive online screens associated with the Online History File Inquiry feature (Command **H.6**):

- ✪ The History Inquiry-Selection screen is used to specify search criteria to retrieve specific History File data.
- ✪ The retrieved data is listed on the History Inquiry Transaction Listing screen.
- ✪ Individual selected records may be viewed in more detail on the History Detail screen.

- ✪ The History Inquiry Interrupt screen appears each time the history search reads 50,000 transactions. This will continue to reoccur **each** time 50,000 transactions are read or until the number of transactions found reaches the default maximum (700) or a count previously designated. Additional options are provided each time this screen appears.

All selected Online HY transactions may be:

- ✪ Printed as a report at the agency's printer, and/or
- ✪ Used to create a report file for use with software such as Monarch.

Each of the four Online HY screens is described below.

History Inquiry - Selection Screen
This screen is used to enter search criteria for specific transactions. It is important to narrow the scope of the search by entering specific data in the selection criteria fields. Please refer to the cost savings guidelines on the next page.

A sample of the History Inquiry - Selection screen is shown below.

```
9990 H.6  History Inquiry - Selection                    11-23-2004 11:28 AM

 TRANSACTIONS:  AGENCY  ENTERED (Y/N)  Y      SYSTEM GENERATED (Y/N)   N
 FISCAL PERIOD (FM,FY) FROM:   MM YYYY   TO:   MM YYYY
 MAXIMUM TRANSACTIONS TO VIEW (Optional - cannot be more than 700):  700

    Enter at least 1 additional selection field below and press PF4
    FOR FASTER, LOWER-COST SEARCHES, INCLUDE 1 OR MORE HIGHLIGHTED FIELDS.

 BATCH DATE FROM:  MM DD YYYY TO:  MM DD YYYY  TYPE: __   NBR: ___  SEQ: _____
       SCHEDULE : _______
 TC         : ___         FFY       : ____       REFDOC /S: ________ __
 VENDOR/S  > __________ __ CURDOC /S: ________ __ INDEX    > ____
 OBJDTL /AO> ___ __       PCA       > _____      AMOUNT   : ________________
 REVERSE   : _            PROJ/WP  > ______ __   LC DPOSIT: ___ __________
 SOURCE/AS : ______ __    CHECK     : ___ ______ APPN SYM > ___
 FUND/DTL/S: ____ __ _    BUD SEQ   : ___        INVOICE  : ______________
 SUBSIDRY  : ________     FED CAT   : ______     MULTIPUR : ____________
 GLAN      : ____

 Command: ____________________________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Retrn Quit  Srch                          Clear            Main
```

Cost Savings Guidelines

To avoid costly, time consuming searches, use the following guidelines when specifying search criteria on the History Inquiry – Selection Screen (Command **H.6**):

- Do not include both Agency Entered and System Generated transactions in the same search.
- Specify the shortest Fiscal Period (FM,FY) range possible for the particular search (i.e. smallest number of fiscal months and fiscal years to be searched).
- Specify a Batch Date whenever possible or specify "From" and "To" Batch Dates when appropriate.
- Use a Maximum Transactions To View value to limit the number of expected results (between 1 and 700 transactions).
- Include at least one of the following file key fields in the search request: Check Number; Current Document Number; Reference Document Number; Claim Schedule Number; Vendor Number and Suffix; Project/Work Phase; PCA; Index; Object Detail, and/or Multipurpose Code.
- Stop the search and reanalyze the search criteria if the History Inquiry Interrupt screen appears after searching 50,000 or more transactions and no transactions are found that meet the search criteria. Provide additional information or change the existing search criteria.

History Inquiry Selection Screen Features

The **F1**-Help key is available for fields that display a > after the field name. This feature functions the same on all screens where **F1**-help is available. Refer to Volume 1, Chapter IX, for a complete discussion of the **F1**-Help feature.

A wildcard feature is also available on the History Inquiry Selection screen. To use this feature, key an asterisk in any position of a field. This feature may be helpful when only part of a desired field is known. The wildcard feature may be used in most fields, but are not allowed in the TC, Reverse, FFY, GLAN, and Amount fields.

Example: If the first number of an Index code begins with 1 and the remaining digits are unknown, **1*** may be entered in the index field. All records containing an Index code beginning with 1 would be retrieved.

Entering Information on the History Inquiry Selection Screen

Specify Online HY Selection data fields using the following criteria:

✪ **Transactions** - Indicates if ‘Agency Entered’ (default - **Y**), ‘System Generated’ (default - **N**), or both types of transactions are to be selected. Select one or both types of transactions.

Y-Yes - Select these transactions, and

N-No - Do not select these transactions.

NOTE: For this selection, TC 360 and TC 361 (from the Warrant Write process), and TC 362 (from the automated CD102 process) are considered agency-entered transactions.

✪ **Fiscal Period** - The fiscal periods are defined by **MM** (Fiscal Month: **01** - **13**) and **YYYY** (Fiscal Year; e.g., **2002**).

From - Specify a single (FM) fiscal period by using only this field; e.g., use **01 2002** for all July transactions of fiscal year 2002/2003. If searching multiple fiscal months, specify the oldest (FM) fiscal period in this field.

To - Specify the ending (FM) fiscal period when searching multiple fiscal months; e.g. use **03 2002** to include all transactions up through FM period September of fiscal year 2002/2003.

There is no restriction on the number of fiscal months to be searched. However, specifying a broad search period (multiple months or years) may result in unmanageable results as well as higher agency costs. Records older than 3 fiscal years are no longer available after the YEO process. An error message is issued if the fiscal period entered is not available or the fiscal period field(s) is incomplete.

- ✪ **Maximum Transactions To View** (optional) - This option limits the number of selected transactions. Any number between **1** and **700** may be entered.

In addition to the criteria discussed above, at least one additional selection field must be populated before initiating a search. Some of the available selection fields are described below.

- ✪ **Batch Date** – The Batch Date may be entered in the 'BATCH DATE FROM' field to search history records for one day. To search multiple dates, both the 'BATCH DATE FROM' and the 'TO' fields must be populated.

- ✪ **Batch Type** - The Batch Type must agree with the File selected; i.e., Agency Entered batches must be numeric (**00**-**99**), **WA** or **WW**. System Generated batches must be alphabetic (**AA** - **ZZ**, excluding **WA** and **WW**).

- ✪ **Sequence** – If fewer than 5 characters (digits and wildcards) are keyed, the coding will be right justified and left zero filled.

- ✪ **TC** - If the Transaction Code (TC) is entered as part of the selection criteria, the search data is edited based on the specific field indicators in the Transaction Code Table. If a specified field is NOT ALLOWED per the TC or the TC entered is not in the statewide Transaction Code Decision Table, an error message is displayed.

- ✪ **GLAN** – A specific GLAN may be specified. The GLAN and TC fields may be used concurrently if the GLAN is a "Required" field in the TC Illustration (Volume V).

Blanks are allowed on some fields and are considered valid search values. For example, **1234 AB** may be keyed in the invoice field.

After keying the selection criteria, press **F4**-Srch to initiate a search. If no transactions are found, the message '307-NO TRANSACTIONS WERE SELECTED. PRESS F2 TO RETURN TO THE SELECTION SCREEN' is issued.

The Selection screen retains the original selection values entered when returning from the History Inquiry Transaction Listing or History Detail screens (press **F2**). However, if the **F12**-Main Menu key is pressed before re-entering the Selection Screen, the prior selection criteria are erased.

History Inquiry Transaction Listing Screen
This screen (shown below) is displayed when multiple transactions meet the selection criteria. If no transactions are found that meet the selection criteria, the '307' message is issued. If only one transaction is found, the History Detail screen is displayed. Each line on the History Inquiry Transaction Listing screen represents one transaction.

Transaction information is displayed on three sub-screens. Scroll right and left (from sub-screens 1 to 2 to 3 and back) to view various fields using the **F11** and **F10** keys. The Batch ID remains on each sub-screen as a reference point when using right/left scrolling. Up and down scrolling within each of the 3 sub-screens is also available using the **F7** and **F8** keys. A standard 'beginning/end of data' message is issued if an up/down scroll is attempted, but there are no more records to view. A sample of the three sub-screens is shown below.

History Inquiry Transaction Listing – Screen 1

```
 9990 History Inquiry Transaction Listing: Scrn 1           11-23-2004 07:57 A
                                                                        MORE==>
  Enter a 'P' in the F column to mark a transaction for print

    FISCL <===== BATCH ID ======>                                      OBJ
  F MO YR   DATE   TP NBR   SEQ D TC  R FFY            AMOUNT INDX DET AO  PCA
  - -- -- -------- -- --- ----- - --- - --- ----------------- ---- --- -- -----
  _ 05 04 11-22-04 04 835     3   232   02              410.00 0250 382 01 25401
  _ 05 04 11-22-04 04 835     5   232   02              506.54 0250 382 01 15625
  _ 05 04 11-22-04 04 836     3   232   03           19,142.20 0250 382 01 43001
  _ 05 04 11-22-04 04 836     4   232   03           29,402.60 0250 382 01 43001
  _ 05 04 11-22-04 04 836     5   232   03           15,481.00 0250 382 01 43001
  _ 05 04 11-22-04 04 836     6   232   03            2,337.99 0250 382 01 25401
  _ 05 04 11-22-04 04 836     7   232   03           15,094.07 0250 382 01 25401
  _ 05 04 11-22-04 04 836    10   232   03            8,184.12 0250 382 01 25401
  _ 05 04 11-22-04 04 837     1   232   04            4,297.16 0250 382 01 13179
  _ 05 04 11-22-04 04 837     2   232   04               54.00 0230 382 01 91101

               Total records meeting selection criteria:   12

 Command: ____________________________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Selct Quit        Dtail Print Bkwrd Frwrd Clear Left  Right Main
```

History Inquiry Transaction Listing – Screen 2

```
 9990 History Inquiry Transaction Listing: Scrn 2           11-23-2004 08:00 A
                                                                       <=MORE=>
  Enter a 'P' in the F column to mark a transaction for print

    <===== BATCH ID ======>                                          BUD SCHEDULE/
  F   DATE   TP NBR   SEQ D REF DOC  S  CURR DOC S    VENDOR   S  /LC DEPOSIT
  - -------- -- --- ----- - -------- -- -------- -- ---------- -- --- ----------
  _ 11-22-04 04 835     3   C0002192 00 21922560    0000000395 00     4000570
  _ 11-22-04 04 835     5   C0001144 01 11442550    0000000023 05     4000570
  _ 11-22-04 04 836     3   C0009126 00 91262500    0000000160 01     4000571
  _ 11-22-04 04 836     4   C0009126 00 91262500    0000000160 01     4000571
  _ 11-22-04 04 836     5   C0009126 00 91262500    0000000160 01     4000571
  _ 11-22-04 04 836     6   C0003261 00 32612580    0000000161 00     4000571
  _ 11-22-04 04 836     7   C0003261 00 32612580    0000000161 00     4000571
  _ 11-22-04 04 836    10   C0000229 00 02291200    0000000036 00     4000571
  _ 11-22-04 04 837     1   C0004072 00 40722500    0000000013 03     4000572
  _ 11-22-04 04 837     2   C0002034 00 20342300    0000000368 00     4000572

               Total records meeting selection criteria:   12

 Command: : ____________________________________________________________
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Selct Quit        Dtail Print Bkwrd Frwrd Clear Left  Right Main
```

History Inquiry Transaction Listing – Screen 3

```
9990 History Inquiry Transaction Listing: Scrn 3           11-23-2004 08:10 A
                                                                     <==MORE
 Enter a 'P' in the F column to mark a transaction for print

   <===== BATCH ID ======>                                        APPN
 F   DATE    TP NBR   SEQ D   CHECK    PROJ   WP SOURCE AS SUBSIDRY SYM FUND FD
 - -------- -- --- ----- - ---------- ------ -- ------ -- -------- --- ---- --
 _ 11-22-04 04 835     3             012340 95                     900 0001
 _ 11-22-04 04 835     5                                           900 0001
 _ 11-22-04 04 836     3                                           900 0001
 _ 11-22-04 04 836     4                                           900 0001
 _ 11-22-04 04 836     5                                           900 0001
 _ 11-22-04 04 836     6                                           900 0001
 _ 11-22-04 04 836     7                                           900 0001
 _ 11-22-04 04 836    10                                           900 0001
 _ 11-22-04 04 837     1                                           900 0439
 _ 11-22-04 04 837     2                                           900 0439

              Total records meeting selection criteria:  12

Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Selct Quit        Dtail Print Bkwrd Frwrd Clear Left  Right Main
```

Specific features of the Transaction Listing screen include:

- Selected records are sorted by Fiscal Period. Within Fiscal Period, the sort order is dependent on coding specified in the Batch ID, Schedule, Ref Doc, Curr Doc, and Proj/ WP fields of the Selection screen. As a result, history records are not always displayed in Batch ID (date) order.

- If both Agency Entered and System Generated transactions are selected for the same batch date, system generated transactions appear first.

- A maximum of 700 records may be retrieved in a search. If the number of records retrieved exceeds 700, the message appears '306-YOU HAVE REACHED THE MAXIMUM OF 700 TRANSACTIONS IN YOUR SELECTION'. To view the selected records, use the **F7** and **F8** keys to scroll backward and forward. A standard '314-END OF DATA' message appears when the last record is displayed on the screen.

- If the Duplicate Record indicator is **0** (zero), it is not displayed. Values greater than zero appear in the "D" column on the Batch ID section of the screen.

- A table pop-up feature is available to browse valid codes for the Index Code, PCA, Vendor Edit, Appropriation Symbol, and Project/Work Phase fields. The pop-up feature displays the table listing with titles. When the cursor is not on one of the specific fields with a pop-up feature, pressing **F1** displays the Help feature, which provides general information about the Transaction Listing screen.

- ✪ Key a **P** in the "F" (Function) column to select specific transactions for printing. When the **F1**, **F2**, **F5**, **F6**, **F7**, **F8**, **F10**, **F11** or **Enter** key is pressed, the **P** is 'saved' by the system. If the **F9** key is pressed, all **P**s shown on the screen are erased (even if previously 'saved'). If the **F3** or **F12** key is pressed, all **P**s (and all Selection criteria) are erased.

- ✪ Press the **F6**-Print key to select one of the following print options:

  - Transactions previously marked **P** in the "F" column only, <u>or</u>

  - All transactions that meet the selection criteria regardless of whether records have been marked with a **P**.

  Either print option will generate a report at the agency's printer and/or a report file that can be downloaded to an agency's PC. When the print job is submitted, an asterisk (*****) appears in the "F" column to indicate that the transactions were spooled to the printer. Refer to the subsequent *Optional Report and Report File* section for more information.

- ✪ Pressing the **F9-**Clear key clears any **P** values or asterisks in the "F" column of the Transaction Listing screen that is displayed at the time the key is pressed; **P** values or asterisks in the "F" column of previous or subsequent Transaction Listing screens are not cleared.

- ✪ To view a transaction in greater detail, place the cursor anywhere on the transaction (or in the Function field of the desired transaction) and press **F5-**Dtail to go to the History Detail screen. The History Detail screen is discussed below.

- ✪ Press the **F2-**Select key to return to the Selection screen. The Selection screen retains the original selection values. These values may then be modified to perform another search.

History Detail Screen

This screen (shown below) is displayed if <u>only one</u> transaction meets the selection criteria specified or if the **F5** key is pressed when the cursor is on a transaction line in the Transaction Listing screen. The screen displays all Online HY file data for the transaction.

```
9990 History Detail                                        11-23-2004 08:23 AM

Function:  _  enter P to mark this transaction for print

FISCAL PERIOD:  05 2004
BATCH DATE:  11 22 2004  TYPE:  04   NUMBER:  835 SEQ NBR:      3  DUP:  0
  SCHEDULE:  4000570                        POSTING DATE:  11-22-2004

TC       : 232               MODIFIER  :                FFY      : 2002
REF DOC/S: C0002192 00       VENDOR/S  > 0000000395 00  RPI      :
INVOICE  : 0259242           DOC DATE  : 09-22-2004     CUR DOC/S: 21922560
INDEX    > 0250              OBJ DTL/AO: 382 01         PCA      > 25401
AMOUNT   :            410.00 REVERSE   :                PROJ/WP  >
LC DPOSIT:                   SOURCE/AS :                CHECK    :
APPN/SYM > 900               FUND SRCE : D              FUND/DTL : 0001
METHOD   : 2                 BUD SEQ   :                SUBSIDRY :
GLAN     :                   DUE DATE  :                PCA ACTVY:
LOCATION :                   MULTI PUR :                FED CAT  :
VEND INFO> CSU SACRAMENTO FOUNDATION

Command: _________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Retrn Quit        Selct Print Bkwrd Frwrd Clear             Main
```

Specific features of the Detail screen include:

- ✪ A table pop-up feature similar to the pop-up feature of the Transaction Listing screen. The Detail screen has an additional pop-up feature to show Vendor Name and Address data from the Online HY file. To use the pop-up feature, place the cursor anywhere in the Vendor Info field and press the **F1**-Help key.

  NOTE: When the cursor is not on the specific table fields or the Vendor Info field, pressing **F1** displays the Help feature, which provides general information about the Detail screen.

A sample of the Vendor Information pop-up screen is displayed below.

Vendor Information Pop-up Screen

```
9990 History Detail                                        11-23-2004 03:30 PM

                        VENDOR INFORMATION SCREEN      11-23-2004 02:41 PM

   Vendor Name: CSU SACRAMENTO FOUNDATION

   Address 1  : 6000 J STREET

   Address 2  :

   Address 3  :

   City       : SACRAMENTO

   State      : CA     Zip: 95819       Foreign Country:


                 Press PF2 to exit
```

- ✪ The Duplicate Record indicator value is displayed in the DUP field regardless of whether it is a zero or some other value.
- ✪ The GLAN data field only displays the GLAN that was keyed in the original input accounting transaction.
- ✪ Key a **P** in the Function field to print the record. When the **F1**, **F2**, **F5**, **F6**, **F7**, **F8** or **Enter** key is pressed, the **P** is 'saved' by the system. If the **F9-**Clear key is pressed, the **P** shown on the screen is erased (even if previously 'saved'). If the **F3** or **F12** key is pressed, the **P** and all Selection criteria are erased from the screen.
- ✪ A transaction may be printed from the Detail screen, if desired. It is not necessary to return to the Transactions Listing screen to print the transaction. When the **F6**-Print key is pressed, an asterisk (*****) appears in the Function field to indicate that the transaction was sent to the printer. Refer to the subsequent *Optional Report and Report File* section for more information.
- ✪ Pressing the **F9-**Clear key removes the **P** or asterisk (*****) displayed in the Function field. A **P** or asterisk (*****) in the Function field of other Detail screens remain unchanged.
- ✪ Use the **F7** and **F8** keys to scroll up/down within the History Detail screen. It is not necessary to return to the Transaction Listing screen to scroll between transactions. A standard 'beginning/end of data' message is issued if up/down scroll is attempted and there are no more records to view.
- ✪ Press the **F2** key to return to the Transaction Listing screen. The record previously displayed on the History Detail screen now appears at the top of the Transaction Listing screen.
- ✪ Press the **F5** key to return to the History Inquiry - Selection screen. The Selection screen retains the original selection values. These values may be modified to perform another search.

History Inquiry Interrupt

Each time the history file search reads 50,000 transactions, the History Inquiry Interrupt feature automatically interrupts the history search. This will continue to reoccur **each** time 50,000 transactions are read or until the number of transactions found reaches the default maximum (700) or a count previously designated.

A sample of the search interrupt window is shown below.

```
              HISTORY INQUIRY INTERRUPT

     50,000 transactions have been read.  So far, there
are  107 transactions that meet the selection criteria.

On the Selection screen, 120 transactions were entered as
the maximum number to view.  (NOTE: If a maximum number
was not entered on the Selection screen, the default
maximum of 700 transactions was used).

Please select one of the following options with an X and press ENTER:

  _  Display the transactions found so far that meet the
     selection criteria.
  _  Continue searching for transactions meeting the
     selection criteria.  (Optional) Also change the
     maximum number of transactions to view to ___ .
  _  Stop the search and return to the Selection screen.

Press PF1 for Help
```

Pressing the **PF1**-Help key while viewing the search interrupt screen will display information about the search interrupt.

The Online HY search interrupt screen shows the search status (amounts) for:

- ✪ Cumulative number of transactions that have been read,
- ✪ Number of transactions found that meet the selection criteria, and
- ✪ Maximum number of transactions currently set to be viewed.

One of the following options may be selected from the search interrupt window. The choices are:

- ✪ "Display the transactions found so far that meet the selection criteria."

  NOTE: This choice is displayed only if transactions were found before the interrupt occurred.

- ✪ "Continue searching for transactions meeting the selection criteria. (Optional) Also change the maximum number of transactions to view to ___."
- ✪ "Stop the search and return to the Selection screen."

If the choice is made to "Display the transactions found so far that meet the selection criteria", the following screen (example) is displayed.

```
 9990 History Inquiry Transaction Listing: Scrn 1          11-23-2004 09:44 A
                                                                     MORE==>
 Enter a 'P' in the F column to mark a transaction for print

  FISCL <===== BATCH ID ======>                               OBJ
F MO YR    DATE    TP NBR    SEQ D TC   R FFY            AMOUNT INDX DET AO  PCA
- -- -- -------- -- --- ----- - --- - --- ----------------- ---- --- -- -----
_ 05 04 11-22-04 04 835     3   232   02               410.00 0250 382 01 25401
_ 05 04 11-22-04 04 835     5   232   02               506.54 0250 382 01 15625
_ 05 04 11-22-04 04 836     3   232   03            19,142.20 0250 382 01 43001
_ 05 04 11-22-04 04 836     4   232   03            29,402.60 0250 382 01 43001
_ 05 04 11-22-04 04 836     5   232   03            15,481.00 0250 382 01 43001
_ 05 04 11-22-04 04 836     6   232   03             2,337.99 0250 382 01 25401
_ 05 04 11-22-04 04 836     7   232   03            15,094.07 0250 382 01 25401
_ 05 04 11-22-04 04 836    10   232   03             8,184.12 0250 382 01 25401
_ 05 04 11-22-04 04 837     1   232   04             4,297.16 0250 382 01 13179
_ 05 04 11-22-04 04 837     2   232   04                54.00 0230 382 01 91101

             Records meeting selection criteria so far:  107

Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Selct Quit  Cont  Dtail Print Bkwrd Frwrd Clear Left  Right Main
```

A **PF4**-Cont key is provided to 'continue' the search as well as a **PF2**-Selct key to return to the selection screen.

NOTE: The cumulative transactions found from the most recent search are always saved *until* the search criteria are changed (creates a new search) or the Online History Inquiry (Command **H.6**) is exited.

Optional Report And Report File

Selected Online HY file transactions may be printed on paper and/or created as a report file at the Health and Human Services Data Center (HHSDC). Similar to the online viewing feature, there is a maximum of 700 records that may be selected for output.

Press the **F6** key from either the Transaction Listing or Detail screens to print a report and/or generate a report file. The Print and Output Options pop-up screen (shown below) is displayed and provides the following options:

- Print only those transactions that have been marked with a **P** in the Function field or print all records that have met the selection criteria regardless of whether or not transactions have been marked with a **P**; and
- Direct a report to the agency's printer and/or create a report file.

```
9990 History Inquiry Transaction Listing: Scrn 1          11-23-2004 02:17 P
                                                                     <==MORE
Enter a
                    Print and Output Options
  FISCL
F MO YR      Print Option:   Select 1 option with an 'X'                PCA
- -- -- -                                                               -----
_ 02 02 0      _   PRINT TRANSACTIONS MARKED WITH A 'P' ONLY            52010
_ 02 02 0                                                               52010
_ 02 02 0      _   PRINT ALL TRANSACTIONS                               52020
_ 02 02 0                                                               52020
_ 02 02 0    ______________________________________________________     52030
_ 02 02 0    ______________________________________________________     52050
_ 02 02 0                                                               52040
_ 02 02 0    Output Option(s):  Select 1 or both options with 'S'       52040
_ 02 02 0                                                               52040
_ 02 02 0      _   ROUTE ONLINE HISTORY DETAIL REPORT TO ROPES          52030

               _   CREATE A REPORT FILE

             Press Enter to submit request or Press PF2 to cancel
Command:     Press PF1 for help
Enter-PF1-                                                           PF12---
      Help                                                           Main
```

Specific features of the Print and Output Options screen include:

- Specifying 'Route Online History Detail Report to ROPES' generates a report at the agency's printer. The report ID is CSD600-1. The report will print at the agency's line printer (**A1**) unless the agency requests another printer for this purpose. Reports printed at the agency's printer will be in the ROPES Queue **ROH1**.

- The CSD600-1 contains two sections:

  - The first page is titled 'Online History Selection Criteria Report' and shows the requestor's CALSTARS RACF Signon USERID <u>and</u> the selection criteria entered. The page is formatted in the same layout as the Selection screen. At the bottom of the page, there is a count of the total number of records that met the selection criteria and a count of the total number of records that were printed. See Exhibit VII-2 for a sample.

  - The remaining pages that are titled 'Online History Detail Report' begin immediately after the selection page. See Exhibit VII-3 for a sample. The Vendor Information segment is printed only if information exists. A record that does not have Vendor Information will have those print lines suppressed on the printed report in order to reduce paper volume. Likewise, if the Vendor Information does not contain data in Address Line 2 or 3, these blank lines will also be suppressed so they will not show on the printed report.

- ✪ Specifying 'Create a Report File' generates a report file. The report file ID is CSD600-2. The retention period for the report file is 7 days. The report file naming convention is:

  CS*aaaa*.CSD600F.CS*bbbbb*.D*cyymmdd*.T*hhmmss*

  where:

  aaaa = Organization code of request/user
  bbbbb = RACF logon ID of user
  cyymmdd = 1-digit Century, Year, Month and Day file was created
  hhmmss = Hour, Minute and Second file was created

- ✪ A report file is automatically created when 'Route Online History Detail Report to ROPES' is specified. The report file ID is CSD600R. The retention period for the report file is 2 days.

- ✪ The report file (CSD600-2) is similar to the format of the CSD600-1, except for the handling of the Vendor Information segment. The report file always allows lines for the Vendor Information regardless of whether or not information exists. Therefore, transactions that do not have Vendor Information will show blank lines on the report to insure that there is a consistent display format for all selected records. This will accommodate agencies that use these report data sets in Monarch.

- ✪ Records on the reports are sorted in the same order as they are listed on the Transaction Listing screen.

- ✪ Reports are available for printing at the agency’s printer or as report files. Microfiche and laser printing at HHSDC are not available.

EXHIBIT VII-2
SELECTION CRITERIA REPORT

```
CSD600-1 *****************                        DEPARTMENT OF AIR QUALITY            *************************** ORG NUMBER:   9990
                           CALSTARS          ONLINE HISTORY SELECTION CRITERIA         REPORT                      ORG PAGE:
10/18/2002 (97:37) ********************************************************************************************** RUN PAGE:

   REQUESTOR: CSCSPRT

      HISTORY SELECTION CRITERIA

      TRANSACTIONS:  AGENCY ENTERED:  Y  SYSTEM GENERATED: N

      FISCAL PERIOD FROM: 01  2002   TO: 03  2002

      BATCH DATE FROM:               TO:             TYPE:     NUMBER:       SEQ NBR:

             SCHEDULE:

      TC        : 240           FFY       :              REF DOC/S :
      VENDOR/S  :               CUR DOC/S :              INDEX     :
      OBJ DTL/AO:               PCA       :              AMOUNT    :
      REVERSE   :               PROJ/WP   :              LC DPOSIT :
      SOURCE/AS :               CHECK     :              APPN SYM  :
      FUND/DTL  :               BUD SEQ   :              SUBSIDRY  :
      GLAN      :


      NUMBER OF RECORDS MEETING SELECTION CRITERIA :    42
      NUMBER OF RECORDS SELECTED FOR PRINT         :    42
```

SELECTION CRITERIA REPORT

```
CSD600-1 9990 (DEST: A1 CTP2) *****           DEPARTMENT OF AIR QUALITY           ************************** ORG NUMBER:   9990
                           CALSTARS             ONLINE HISTORY DETAIL                  REPORT                             ORG PAGE:        2
11/01/2004 (97:37) ****************************************************************************************************** RUN PAGE:       12


  FM-FYR      BATCH DATE  BATCH TYPE          BATCH NUMBER      SEQ/DUP    POSTING DATE     CLM/LC DPOSIT  TC            REVERSE
  MOD-FCO     FFY         REF-DOC/S           VENDOR NBR/S      RPI        INVOICE          DOC DATE       CUR DOC/S     INDEX
  OBJ DTL/AO  PCA         AMOUNT              NET AMOUNT        PROJ/WP    SOURCE/AS        CHECK          APPN SYM      FUND SRCE
  FUND/DTL    METHOD      BUD SEQ             SUBSIDIARY        GLAN       DUE DATE         PCA ACTVY      LOCATION      MULTI PUR
  VENDOR INFORMATION                          FED CAT NBR

  02-2004     08-31-2004  04                  175                    1 0   08-31-2004           1717172    240
              2002                            9999999999 99                1123456          07-11-2004     01002000      1500
  257         52010                1,200.00                  .00 012340 95                                 110           G
  0001        1
  JOHN DOE
  100 A STREET
  SACRAMENTO      CA 99999
  ---------------------------------------------------------------------------------------------------------------------------------
  02-2004     08-31-2004  04                  175                    2 0   08-31-2004           1717172    240
              2002                            9999999999 99                1123457          07-11-2004     01002000      1510
  257         52010                  225.00                  .00 012340 95                                 110           G
  0001        1
  JOHN DOE
  100 A STREET
  SACRAMENTO      CA 99999
  ---------------------------------------------------------------------------------------------------------------------------------
  02-2002     08-31-2002  04                  175                    3 0   08-31-2002           1717172    240
              2002                            0000000106 00                2001-JULY-15     07-12-2002     99099000      1500
  246         52020              895,005.00                  .00 001005 93                                 900           D
  0001        1
  CA WOMEN'S COMM ALC/DRG DEPEND
  14622 VICTORY BLVD., #100
  VAN NUYS        CA 91411
  ---------------------------------------------------------------------------------------------------------------------------------
  02-2002     08-31-2002  04                  175                    4 0   08-31-2002           1717172    240
              2002                            0000000294 00                CA58402     07-13-2002     00040000    1500
  246         52020                   99.99                  .00 032200 98                                 900           D
  0001        1
  MEDICAL RESEARCH INSTITUTE
  2200 WEBSTER STREET
  ROOM A337
  SAN FRANCISCO   CA 94115
  ---------------------------------------------------------------------------------------------------------------------------------
  02-2002     08-31-2002  04                  175                    5 0   08-31-2002           1717172    240
              2002                            0000000294 00                CA58403          07-14-2002     00040000      1520
  246         52030                    8.32                  .00 032200 98                                 110           G
  0001        1
  MEDICAL RESEARCH INSTITUTE
  2200 WEBSTER STREET
  ROOM A337
  SAN FRANCISCO   CA 94115
```

Vendor Payment Shadow File

The Vendor Payment Shadow File inquiry screen may be accessed by entering **H.7** on any "Command" line. This inquiry screen is unlike the other inquiry screens in that it displays up to 13 records for any vendor on each screen and it provides a total of payments by document number and suffix. In addition, due to the amount of data that needs to be displayed with each vendor payment record, the data is divided between two separate screens. The more important data is shown on Screen 1 while other record information is shown on Screen 2. An example of these screens is shown below.

```
                 VENDOR PAYMENT SHADOW FILE INQUIRY -- SCREEN 1
      ENTER FUNCTION: _ (S=START, T=SCREEN 2)

 ORG CODE: 9990   VENDOR NO> 0000000030 03   DOCUMENT NO/SUF: 74007460 00
                  VENDOR NAME: CITY OF SAN DIEGO

  DOCUMENT                 CHECK NO/      FD              T
   NO/SUF      INVOICE     SCHEDULE  FUND DT INDX  PCA   C R       AMOUNT
  ---------- ------------- --------- ---- -- ---- ----- ---- ------------------
 74007460 00 10/99WRKSP     7400746   0740 01 0800 19777 232          21,879.64-
 74007460 00 #2TIJUANA      7400746   0740 01 0800 19777 232          59,112.15-
 DOCUMENT NO/SUF TOTAL 74007460 00  NUMBER OF ENTRIES =     2         80,991.79-
 74007470 00 4-137-550-0/3  7400747   0740 01 0800 19777 232          15,399.74-
 74007470 00 4-137-550-0/4  7400747   0740 01 0800 19777 232         158,820.79-
 74007470 00 4-137-550-0/5  7400747   0740 01 0800 19777 232          47,232.88-
 DOCUMENT NO/SUF TOTAL 74007470 00  NUMBER OF ENTRIES =     3        221,453.41-
 74007490 00 #6 TIJUANA     7400749   0740 01 0800 19777 232         119,165.59-
 74007490 00 #7 TIJUANA     7400749   0740 01 0800 19777 232          20,212.65-
 DOCUMENT NO/SUF TOTAL 74007490 00  NUMBER OF ENTRIES =     2        139,378.24-
 74007510 00 #8 TIJUANA     7400751   0740 01 0800 19777 232          52,518.70-
 74007510 00 #9 TIJUANA     7400751   0740 01 0800 19777 232           3,669.62-
 DOCUMENT NO/SUF TOTAL 74007510 00  NUMBER OF ENTRIES =     2         56,188.32-

 NEXT RECORD IS FOR VENDOR NUMBER BD00000038 03  DOCUMENT NUMBER 74007640 00
```

```
               VENDOR PAYMENT SHADOW FILE INQUIRY -- SCREEN 2
      ENTER FUNCTION: _ (S=START, T=SCREEN 1)

 ORG CODE: 9990   VENDOR NO> 0000000030 03   DOCUMENT NO/SUF: 74007460 00
                  VENDOR NAME: CITY OF SAN DIEGO

     DOCUMENT   DOCUMENT  PROJ    CURRENT     REFERENCE   BATCH   BAT  SEQ
      NO/SUF      DATE     NO      NO/SUF       NO/SUF     DATE    NO   NO
    ----------- -------- ------ -----------  ----------- -------- --- -----
    74007460 00 12-04-01        41375500     41375500 03 12-26-01 127 00001
    74007460 00 12-04-01        41375500     41375500 03 12-26-01 127 00002
                    TOTALS APPEAR ON SCREEN 1
    74007470 00 12-11-01        41375500     41375500 03 03-13-02 046 00001
    74007470 00 12-11-01        41375500     41375500 03 03-13-02 046 00002
    74007470 00 12-11-01        41375500     41375500 03 03-13-02 046 00003
                    TOTALS APPEAR ON SCREEN 1
    74007490 00 04-15-02        41375500     41375500 03 04-25-02 110 00001
    74007490 00 04-15-02        41375500     41375500 03 04-25-02 110 00002
                    TOTALS APPEAR ON SCREEN 1
    74007510 00 01-08-03        41375500     41375500 03 01-10-03 036 00001
    74007510 00 01-08-03        41375500     41375500 03 01-10-03 036 00002
                    TOTALS APPEAR ON SCREEN 1
```

To access Screen 2 from Screen 1 (or vice versa), enter Function **T**. The Vendor Payment File can be searched from either screen. There is always a logical relationship between the two screens on a record by record basis regardless of the screen used when searching.

Similar to other shadow file inquiry screens, the Vendor Payment File may be searched by entering the key information (Vendor Number/Suffix only, or Vendor Number/Suffix <u>and</u> Document Number/Suffix) in the upper portion of the screens to designate the starting point for the sequential listing of the vendor payment information. The Document Number and Suffix is also shown at the right of both screens 1 and 2.

The Start (**S**), Next Record (**F7**), Previous Record(**F8**), and Clear Screen (**F9**) functions operate in the same manner as they do on the other shadow inquiry screens. If the Vendor Number and/or Document Number and Suffix do not exist on the file, the system displays the payment information for the next record in the agency's file.